



**AGRICULTURE AND FOOD AUTHORITY  
COFFEE DIRECTORATE**

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**COFFEE BUYERS INSPECTION CHECKLIST**

**1. General Information**

- a) Name of Buyer .....
- b) Physical Location .....remarks.....
- c) License validity (5marks Max) .....remarks.....
- d) Single business permit (5 marks max) .....remarks.....
- e) Tel.....Email.....
- f) Contact Person.....

**2. Statutory Requirements**

- a) NEMA certification (5marks Max – if applicable) ...Remarks.....
- b) Occupational Safety &Health Certification (5 marks Max -where applicable)
- c) Public health certificate (where applicable- 5 marks)
- d) Tax Compliance Certificate from KRA

**3. Office conditions (5 marks each)**

- a) Office accommodation .....
- b) Ventilation .....
- c) ICT.....
- d) Washrooms.....

**4. Cupping facilities**

1.	Quality Analysis Facilities/ Cupping facilities	Findings	Recommendation
1.1	Sample Roaster		
1.2	Sample Grinder		
1.3	Spitting Drums		

1.4	Testing Cups		
1.5	Sample Trays		
1.6	Spoons		
1.7	Water Heating System		
1.8	Moisture Meter		
1.9	Clean water		
1.10	Licensed Liquorer (s) (full names)		

a) materials (max 5 marks).....Remarks.....

b)

**5. Rank the service of the Coffee Directorate (max 5 marks).....**

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Comments.....

**6. Score (marks/%).....**

Inspected by:-

Name .....date.....Signature.....

Name .....date.....Signature.....